

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



5 AF INSTRUCTION 31-201

374TH AIRLIFT WING COMMAND

Supplement 1

28 MARCH 2003

Security

**MOTOR VEHICLE OPERATIONS IN JAPAN
(PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to assigned, attached and tenant units.

This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed by this publication fall under Title 10 U.S.C. 3013(g) and Title 5 U.S.C 301 for 374 AW Form 7, **Motor Vehicle Inspection Report (PA)**, and Title 10 U.S.C. 8013 for 374 AW Form 12, **Military Registration and Certificate of Title for Privately Owned Motor Vehicle (PA)**, and 374 AW Form 50, **Application for Operator's Permit for Civilian Vehicle (PA)**. Forms affected by the Privacy Act have an appropriate Privacy Act statement attached. System of records notice F125 AF SP K, *Vehicle Administration Records*, applies.

SUMMARY OF REVISIONS

Delegates authority to exceed maximum vehicle limits to group commanders. A bar (|) indicates revision from the previous edition.

5 AFI 31-201, 3 September 1997, is supplemented as follows:

5.1. (Added) Any violation of 5 AFI 31-201 and/or 5 AFI 31-201/374 AWSUP1 may result in the loss of driving privileges.

10.1.3. (Added) The 374 AW Form 50 is issued for initial and replacement driver's permits (USFJ Form 4EJ, **U.S. Forces, Operator's Permit for Civilian Vehicle [PA]**). All units will submit a memorandum to 374 SFS/SFOP identifying personnel authorized to authenticate the 374 AW Form 50. The memorandum will include a sample signature of the individuals and will be updated annually or when changes occur.

10.1.4. (Added) Before authenticating the 374 AW Form 50, unit commanders (includes staff agency chiefs, contract administrators, the chief school administrator for Department of Defense Dependents School [DoDDS] personnel and others assuming like positions of administrative control) or designated

representatives will ensure the applicant has a valid driver's license. This check will be made for military personnel, family members and Department of Defense (DoD) civilians.

10.1.5. (Added) Privately owned vehicle (POV) driver's permits issued to personnel on leave or temporary duty (TDY) are temporary and valid only for the period of leave or TDY assignment. Leave applicants must report to 374 SFS/SFOP for authentication of the 374 AW Form 50, must meet training requirements of this supplement and show military leave orders. TDY personnel will report to their unit of assignment and have the 374 AW Form 50 authenticated by a designated representative.

10.1.6. (Added) The 374 AW Form 50 for motorcycle permits must be coordinated through the 374th Airlift Wing Safety (374 AW/SE) before the driver's permit is issued. The engine displacement of 2-wheel vehicles used in testing is the deciding criteria for overamping of permits. The 2-wheel vehicle driver's permits are divided into five categories; I) up to 50cc moped or up to 250cc scooters with automatic transmissions, II) up to 125cc, III) up to 400cc, IV) up to 750cc and V) unlimited.

10.1.7. (Added) 374 SFS/SFOP will maintain the 374 AW Form 50 for 90 days after the person departs Yokota Air Base (AB).

10.1.8. (Added) 374 SFS/SFOP or 374 AW/SE will issue the USFJ Form 4EJ (4-wheel vehicle permit) to students who successfully complete the driving course of instruction. 374 SFS/SFOP will provide blank USFJ Form 4EJs to the driving instructor. The driving instructor (a person meeting the requirements of AFI 91-207/374 AWSUP1, *The US Air Force Traffic Safety Program [PA]*) will provide a copy of each driver's examination sheet and the student permit to 374 SFS/SFOP upon successful completion of the prescribed course.

10.4.4. (Added) The driving privileges may be suspended or revoked for driving related offenses and/or for a pattern of misconduct or other serious offense unrelated to vehicle operation. The Yokota Youth Development Board may recommend the suspension or revocation of driving privileges of any person appearing before them.

10.4.5. (Added) Permit holders turning 18 years of age may obtain off-base privileges with written consent from their sponsor.

11.3.1. (Added) Student permits will be valid for 90 days and may be extended with proof of enrollment in a driver's education course.

11.4.1. (Added) Student motorcycle permits will be separated into two levels: experienced and non-experienced. Experienced operators are those individuals who can show proof of prior experience. Experienced operators are permitted to operate their motorcycle on-base only until successful completion of the required safety course. The permit will be over-stamped "STUDENT DRIVER PERMIT/ON-BASE ONLY" and valid from the time of issue until 1 day after completion of the safety course. Non-experienced operators are not authorized student permits due to their having never been licensed or attended an approved motorcycle safety course. 374 AW/SE or Motorcycle Safety Foundation (MSF) instructors will determine experience levels (based on AFI 91-207/374 AWSUP1), enrollment in the appropriate safety course and will annotate the 374 AW Form 50 in the remarks block. Upon completion of the safety course, individuals will present a completed 374 AW Form 52, **Motorcycle Operator Test Report**, to 374 SFS/SFOP to receive a regular motorcycle permit.

11.5.4. (Added) Motorcycle driver's permits will state in the remarks block "PASSENGER NOT AUTHORIZED" until the operator has met the 1-year experience requirement for riders who are initially licensed in Japan and have successfully completed the Motorcycle Operator Skill Test (MOST) II. 374

AW/SE may approve passenger authorization at an earlier period for experienced riders once the appropriate experience level has been determined and all local safety courses are completed. MSF instructors are exempt from these requirements.

13.3. (Added) A suspension or revocation of driving privileges for a period not to exceed 1 year will be imposed by the 374th Mission Support Group Deputy Commander (374 MSG/CD) for allowing non-status of forces agreement (SOFA) personnel to operate SOFA plated vehicles, unless the provisions in paragraph 13 of 5 AFI 31-201 are met.

14.4. (Added) Military and DoD civilian personnel assigned to Yokota AB, or using its facilities, may not transfer or sell more than four vehicles between 1 January and 31 December of the current year. Transferring or selling four vehicles in a calendar year pertains to vehicles registered with 374 SFS/SFOP and applies to giving powers of attorney (POA), selling by POA, taking possession of, or otherwise participating in the sale of a motor vehicle. A family unit is authorized to own one 4-wheel and one 2-wheel vehicles per adult licensed driver (18 years of age and older); however, a family unit may not own more than two 4-wheel and two 2-wheel vehicles. Each individual's respective group commander is the approval authority for waivers to these limits. Individuals requesting a waiver will forward their approved memorandum with group commander endorsement to 374 SFS/SFOP. 374 SFS/SFOP will maintain approval letters on file until no longer valid. Waivers will be considered on a case-by-case basis for hardship reasons only. Exceptions may be granted for classic or antique vehicles.

The limitation of selling no more than four POVs per calendar year is to control those personnel wishing to use the base as a resource to operate an unauthorized car dealership. The average person does not have the need to sell more than four vehicles during the course of one year.

14.4.1. (Added) If a vehicle owner requires a replacement vehicle and will exceed their authorization for a limited period of time, a 60-day waiver may be granted by 374 SFS/SFOP. This waiver is non-transferable and will not be extended. Prior to the end of the 60-day period, the vehicle must be transferred to another owner, deregistered or removed from the installation at the owner's expense.

14.4.2. (Added) Personnel requesting a waiver must park the car being sold at the Resale Parking Lot (obtain permit from the Auto Hobby Shop or the Yujo Community Center).

14.4.3. (Added) Prior to registering the replacement vehicle, the owner **must** take the parking permit to **374 SFS/SFOP** and complete a 60-Day Waiver Request Letter. Only one excess vehicle per family is authorized during the 60-day waiver period. USFJ Form 15A, **Vehicle Registration Decal (for use on 4-wheel vehicles)**, or 15B, **Vehicle Registration Decal (for use on 2-wheel vehicles)**, will be removed from the vehicle being sold and issued a temporary permit.

14.4.4. (Added) 374 AW/SE will provide a letter to 374 SFS/SFOP identifying personnel performing duties as base driving instructors. This will allow them to register an additional vehicle to perform this duty. The letter will be filed with the appropriate 374 AW Form 12.

14.5. (Added) Special purpose vehicles such as dirt bikes, racing motorcycles, dune buggies, motorized go-carts, etc., will be registered with 374 SFS/SFOP for local control purposes within 10 days of taking possession of the vehicle. These vehicles will be issued a 374 AW Form 12 and a base decal indicating the vehicle was properly registered. Special purpose vehicles are only authorized to be operated at an approved location for the particular vehicle and will not be operated on Yokota AB or public roadways. Special purpose vehicles are not required to be insured and operators are not required to be licensed. Due to the fact that the vehicles are not to be driven on regular roadways, only in special areas designed for the vehicle's purpose. However, proper instruction and personal insurance is strongly recommended.

14.6. (Added) Tinting of the front windshield and front passenger or driver side windows is strictly prohibited. Tinting of the rear windows is permissible.

15.2.1. (Added) All SOFA personnel must register their vehicle with 374 SFS/SFOP within 10 duty days of taking possession of the vehicle.

15.4.2.1. (Added) Personnel must report to 374 SFS/SFOP where they will be given a 374 AW Form 12 to be placed in their vehicle.

15.4.3. (Added) Persons (including retirees) having SOFA status by virtue of their employment with the United States (US) Government or its instrumentalities are authorized registration of their vehicles under this paragraph. Retirees not having SOFA status may not register their vehicles under this paragraph.

15.6. (Added) Non-US Forces, Japan personnel and non-US citizen civilian employees, excluding occasional visitors, who operate POVs on 374 AW installations, must register their vehicles with 374 SFS/SFOP.

15.6.1. (Added) For issuance of 374 AW Form 1, **Non-US Forces Vehicle Registration**, the following documentation is needed:

15.6.1.1. (Added) 5 AF Form 98EJ, **Standard Pass**, or 5 AF Form 98aEJ, **Temporary Pass**.

15.6.1.2. (Added) Current driver's license.

15.6.1.3. (Added) Proof of Japanese Compulsory Insurance (JCI) and current inspection.

15.6.1.4. (Added) Proof of liability insurance (not less than 30,000,000 yen for bodily injury and 3,000,000 yen for property damage).

15.6.2. (Added) The 374 AW Form 1 will be displayed in the lower right-hand corner of the windshield while the vehicle is on 374 AW installations.

15.6.3. (Added) The expiration date on the 374 AW Form 1 will coincide with the driver's gate pass or vehicle insurance, whichever is earlier.

17.1. 374 AW Form 18, **Installation Access Card**, and 374 AW Form 12 are used by 374 SFS/SFOP for this purpose. Both forms are self-explanatory.

22.1.3. (Added) 374 AW Form 7, will be utilized for vehicle inspections. Army and Air Force Exchange Service (AAFES) Vehicle Inspection Supervisor will date the 374 AW Form 7 to coincide with the Japanese Inspection Certificate's expiration date. AAFES Vehicle Inspection Supervisor will stamp the form using the Inspection Passed Stamp, when applicable, and Paid stamp reflecting the actual inspection date.

22.1.3.1. (Added) AAFES Vehicle Inspection Supervisor will conduct vehicle inspections following guidelines in **Attachment 1 (Added)** to this supplement.

22.1.4. (Added) Vehicle inspections are conducted prior to and within 30 days of the Japanese Inspection Certificate's expiration date. For example, Japanese Inspection Certificate expires 10 February 2000; the vehicle requires an inspection not earlier than 11 January 2000 and prior to 10 February 2000. Vehicle owners are required to have a current inspection upon initial registration.

22.1.5. (Added) Two-wheeled motor vehicle safety inspections will cover the vehicle and helmet, and will be conducted by properly appointed inspectors and recorded on 374 AW Form 48, **Safety Inspection of Two-Wheeled Motor Vehicles**.

22.3. (Added) Owners and/or employees of local licensed automobile dealerships may transport POVs purchased by SOFA personnel to the AAFES garage for the purpose of obtaining a vehicle inspection. They may purchase the materials, products, and service required to pass the base inspection provided AAFES vehicle maintenance personnel perform the work. Owners and/or managers of local automobile dealerships must request permission in writing from the AAFES General Manager to obtain this service. Furthermore, they must provide a copy of the approved permission to the AAFES Garage Manager with a listing of personnel who may perform this for SOFA personnel. Purchases made over-the-counter are not authorized unless they have a valid DoD Identification Card granting this privilege. Violation of this instruction may result in the withdrawal of the authorization to obtain this service.

23.7. (Added) USFJ Form 15A or 15B must be removed from vehicles on termination or transfer of ownership.

25. (Added) Inoperative or Unregistered Motor Vehicles.

25.1. (Added) Owners are prohibited from parking unregistered, wrecked or inoperative motor vehicles at any location other than the Auto Hobby Shop, Base Exchange Garage or off-base vehicle maintenance shops. Inoperative vehicles may remain at these locations up to 90 days (180 days with an extension from 374 SFS/SFOP) if the vehicle meets the requirements for deregistration for major maintenance as prescribed in this supplement.

25.2. (Added) Major vehicle maintenance performed on base will be accomplished only at the Auto Hobby Shop or Base Exchange Garage. Owners will report to 374 SFS/SFOP with an authorization letter from the Auto Hobby Shop or Base Exchange Garage to deregister their vehicle for major maintenance. Once deregistered, JCI, liability insurance or the base inspection may be allowed to lapse. The vehicle will meet all operational requirements prior to being reregistered.

25.3. (Added) The initial deregistration document will be issued for 90 days. If after this period the vehicle is still inoperative, a 90-day extension may be granted, only after proof of attempts to fix the vehicle is presented to 374 SFS/SFOP (i.e., Base Exchange Garage order receipts, etc.). Owners must remove from the installation, at their expense, any vehicle not repaired and properly registered after the 180-day period.

26. (Added) Abandoned Motor Vehicles.

26.1. (Added) Military members will not depart Japan pursuant to permanent change of station (PCS) orders, retirement, separation or otherwise permanently leave without previously selling, transferring or deregistering POVs, or lawfully providing a special POA. These personnel are authorized to use a POA to dispose of their POVs for a period of 90-days after the effective date of their PCS, retirement or separation. Extensions will be granted for extenuating circumstances only, up to 90 days, and are approved by the 374 SFS Commander (374 SFS/CC). Requests must be submitted prior to the expiration of the POA. When a military member's or DoD civilian's vehicle is found abandoned, he or she will be charged with all costs associated with disposing of the vehicle. Payment will be obtained by cash collection or garnishment of the member's pay through the Accounting and Finance Office.

26.2. (Added) POAs will only be given to a SOFA military or civilian sponsor with at least 6 months remaining on station from the issue date of the POA.

26.3. (Added) After 120 days, 374 SFS/SFOP will have the authority to deregister abandoned vehicles via the appropriate Land Transportation Office and Government of Japan agencies. All attempts to contact the owner will be made prior to deregistration, however, permission is not required.

27. (Added) Displaying Vehicles for Sale.

27.1. (Added) The authorized display area to sell vehicles is the 374th Mission Support Group Services Division (374 MSG/SV) "Resale Lot," adjacent to building 124. The seller must maintain base registration requirements and obtain a display permit from the Yujo Community Center before parking it at the resale lot. The display permit may be issued for up to 30 days at a time, however, the actual expiration date will coincide with expiration of the POVs insurance policies, base inspection or Japanese inspection, whichever is sooner. The display permit must be on the dashboard, within the vehicle, and renewed prior to the expiration date. Vehicles parked at the resale lot without a display permit or an expired one, may be cited, considered abandoned, and subject to impoundment. Vehicles not parked in the authorized display area will be cited. Every effort will be made not to cite vehicles displaying "For Sale" signs in areas where the owner works, lives or is patronizing.

28. (Added) **Forms Prescribed:**

374 AW Form 1, **Non-US Forces Vehicle Registration**

374 AW Form 7, **Motor Vehicle Inspection Report (PA)**

374 AW Form 12, **Military Registration and Certificate of Title for Privately Owned Motor Vehicle (PA)**

374 AW Form 18, **Installation Access Card**

374 AW Form 48, **Safety Inspection of Two-Wheeled Motor Vehicles**

374 AW Form 50, **Application for Operator's Permit for Civilian Vehicle (PA)**

Attachment 1 (Added)**POV SAFETY INSPECTION CHECKLIST**

A1.1. (Added) Rear View Mirror(s): Inspect rear view mirrors for general condition, security of mounting and visibility.

A1.2. (Added) Speedometer: Speedometer will be mounted securely and operate without any apparent defects such as noise or fluctuations of indicating hands or pointers. Lens will not be cloudy or cracked to the extent that visibility of instrument dial or pointer is restricted.

A1.3. (Added) Brake System:

A1.3.1. (Added) Brake Pads - Shall not have less than 1/3 of its original material thickness remaining at thinnest point.

A1.3.2. (Added) Brake Linings - Shall not have less than 1/3 of its original material thickness remaining at thinnest point.

A1.3.3. (Added) Master/Wheel Cylinders and/or Calipers - Shall function properly without leaks. Fluid level shall be within 1/2 inches of top of cylinder reservoir.

A1.3.4. (Added) Brake Drum/Rotors - Will be free of cracks, grooves, hub lubricant, brake fluid and meet minimum thickness requirements of vehicle manufacturer.

A1.3.5. (Added) Brake Hoses/Lines - Will not leak or show evidence of deterioration.

A1.3.6. (Added) Pedal Height - Brake pedal shall have 50 percent of total brake pedal travel in reserve when brakes are fully applied while the vehicle is stationary.

A1.3.7. (Added) Hand/Emergency Brake - Control handle or pedal shall have at least 1/3 of its full travel in reserve when fully applied and holding vehicle. Control cables, rods and linkage shall operate freely.

A1.4. (Added) Horn System: The horn shall be securely mounted and shall produce a loud, clear signal when actuated by the horn button. Horns shall be of original manufacturer design. The horn button shall be mounted securely and in easy reach of the operator.

A1.5. (Added) Windshield Wipers/Washers:

A1.5.1. (Added) All components shall be securely mounted and shall operate properly. Wiper blade edges will be pliable and will maintain full contact with glass. Wiper arms will have adequate tension to ensure effective wiper action. Arm or blades will not strike frames when operated.

A1.5.2. (Added) Washer hoses shall show no evidence of leaks or signs of deterioration. Washer spray pattern and quantity shall be sufficient to cover wiped area of window.

A1.6. (Added) Lighting Systems:

A1.6.1. (Added) Tail, brake, turn signal, parking, marker/clearance, backup, rear license plate and emergency flasher lighting systems shall be securely mounted and operate properly.

A1.6.2. (Added) Headlights - Shall be securely mounted, properly adjusted and operate properly.

A1.6.3. (Added) Fog-lights/Spotlights - Shall be securely mounted, properly adjusted and operate properly.

A1.6.4. (Added) Light lenses will not be cracked, broken or discolored.

A1.7. (Added) Steering System:

A1.7.1. (Added) Steering Wheel - Shall not be broken or cracked to the point it will impair its strength or reliability.

A1.7.2. (Added) Steering Gear Box/Pump - Shall afford positive control of the vehicle and shall not indicate undue wear, incorrect adjustment, worn bearings, loose connections and be free of leaks.

A1.7.3. (Added) Drag Links, Tie Rods, and Associated Steering Components - Component connections shall be securely fastened, not exhibit excessive play/looseness and locking devices shall not be missing or broken.

A1.7.4. (Added) Shock Absorbers - Shall not have leaks, excessively worn bushings, be securely mounted and shall effectively control rebound.

A1.7.5. (Added) Springs - Shall not be cracked or broken and be correctly assembled. Will not be cut or chopped to the point of being dislodged or causing movement when vehicle is raised or lifted.

A1.7.6. (Added) Boots/Cups - Shall not be cut, slit, torn or cracked beyond serviceability. Holding clamps shall be in place and properly installed.

A1.8. (Added) Engine and Driving System:

A1.8.1. (Added) Engine - Shall have no major oil leaks/drips, be securely mounted and all accessories, shrouds, and attachments shall be in proper working condition.

A1.8.2. (Added) Transmission - Shall operate properly, be free of leaks and securely mounted.

A1.8.3. (Added) Clutches - Shall not bind or drag when disengaged and shall engage without grabbing or chattering. Clutch master/slave cylinder will be free of leaks and operate properly.

A1.8.4. (Added) Universal/Constant Velocity (CV) Joints - Shall exhibit no play/looseness.

A1.8.5. (Added) CV Boots - Shall not be cut, slit, torn, or cracked beyond serviceability. Holding clamps shall be in place and properly secured.

A1.8.6. (Added) Wheels - Shall be of proper size and type. Will not be cracked or damaged so as to impair proper operation.

A1.8.7. (Added) Wheel Studs and Nuts - Studs/Nuts will be of proper type and size for wheel application being used.

A1.9. (Added) Fuel System:

A1.9.1. (Added) Fuel Tank - Shall be securely mounted to prevent shifting or movement while vehicle is in operation. Tank seams, filler neck and connections shall be properly aligned, with no leaks or cracks. Fuel cap will be in good working condition and be secure.

A1.9.2. (Added) Fuel Lines - Will exhibit no leaks and be secured or anchored in a manner to prevent failure due to vibration.

A1.9.3. (Added) Fuel Pump - Shall be free of oil and fuel leaks.

A1.10. (Added) Exhaust System - Pipes, catalytic converters and mufflers shall not be excessively rusted as to result in early failure and shall be free of obvious leaks. Hangers and clamps shall not be broken and be securely mounted. Exhaust (CO₂) sensor will be in place and operating properly. Heat shields and shrouds used in conjunction with exhaust systems shall be properly installed.

A1.11. (Added) Emissions Test - Will conform to local standards, as prescribed.

A1.12. (Added) Vehicle Body - Will not have any damage that negatively effects the safety and drive ability of the vehicle.

A1.13. (Added) License Plates - Both must be secured and the rear must have a Japanese tamper-proof seal in place.

A1.14. (Added) Tires - Shall fall within the limits specified by the vehicle manufacturer. Tires shall have at least 2/32 of an inch tread depth across the tread pattern and shall be free of cuts, fabric breaks or other damage which could cause early failure. Tires of different construction design (belted bias, radial and bias) shall not be intermixed. Tires of different tread design (snow vs. highway or other variations) or tread diameter (low profile vs. standard tires) shall not be mixed on the same axle. Tires shall not extend past vehicle fender, when measured on a vertical line.

A1.15. (Added) Windshield and Window Glass - Shall not be covered with any material/device from the driver's compartment forward. Must be free of cracks and breaks that could interfere with operator's visibility.

A1.16. (Added) Decals - Will have Japanese Inspection decal and base registration decal affixed to front windshield and they will coincide with associated documents. No decal will be affixed to the windshield that could cause visibility problems to the vehicle operator.

A1.17. (Added) Seat belts - Shall be securely mounted, retractors and centrifugal clutches shall operate freely. Webbing will not be cut, melted or frayed. Buckles will open freely. Belt buckles shall latch and release properly without binding. Seat belts shall match the number of seats installed by manufacturer.

A1.18. (Added) Safety Items - All vehicles shall have an emergency road flare and shall have a roadside triangle for expressway driving applications.

NOTE: Items listed above are a minimum requirement; the inspector *could* identify additional safety items.

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Commander